Starting School 2027

A Guide for Parents and Carers

KINGSBURY Primary School

Aspire ★ Aim ★ Achieve

A Prep to Year 6 Campus

Quick Reference Guide

School Contact Information

School Office Telephone **(03) 9462 2711**
Email kingsbury.ps@education.vic.gov.au
Website www.kingsburyps.vic.edu.au
Compass kingsbury-vic.compass.education

Normal School Hours

School Commences	**9:00am**
Morning Recess - Eating in Classroom	10:55am - 11.00am
Morning Recess	11.00am - 11:30am
Lunch - Eating in Classroom	1.30pm - 1.40pm
Lunch Recess	1.40pm - 2.30pm
School Dismissal	**3:30pm**
Before School Care	7:00am - 8:45am
After School Care	3:30pm - 6:00pm

*Note: *The above school hours apply to Foundation students after their scheduled Foundation Assessment Interviews.*

*** Eating times may be adjusted according to student needs.*

Out of School Hours Care (TheirCare) Telephone **0417 333 851**

Before School Care	7:00am - 8:45am
After School Care	3:30pm - 6:00pm

2027 School Term Dates

Term **1**	All students start Thursday 28th January 2027 Term 1 ends Thursday 25th March 2027
Term **2**	Monday 12th April 2027—Friday 25th June 2027
Term **3**	Monday 12th July 2027—Friday 17th September 2027
Term **4**	Monday 4th October 2027—Friday 17th December 2027

Welcome to our school

The school motto "Aspire Aim Achieve" reflects a commitment to an education setting in which students are able to set high goals for themselves and, with a supportive classroom environment, aim towards achieving their maximum potential.

Kingsbury Primary School Profile

Our values, vision and mission reflect this belief:

VALUES

Our students, parents and staff have chosen the following values to underpin our learning, social and working relationships.

- **Inclusion**
- **Resilience**
- **Collaboration**
- **Committment**
- **Respect**

VISION

Kingsbury Primary School's vision is to:

- Learn together.
- Create a better future for our community.
- Work in a clean, safe and happy environment.
- Treat each other as friends.
- Promote ongoing, open communication within our school community.
- For each of us to achieve our personal best.

MISSION

- To provide an inclusive, nurturing, and encouraging environment for students and staff.
- To offer high quality education programs to students across a wide spectrum of academic abilities.
- To engage students through the development of a strong sense of belonging, teamwork, resilience, and motivation.
- To equip students with the skills to adapt and manage in an ever changing world.
- To strive to develop curious learners.

Protect — Child Safe Standards

Kingsbury Primary School is committed to the safety and wellbeing of all children and young people.

The Child Safe Standards require our school to consider all aspects of child safety and put measures in place to protect children from all forms of abuse, including; sexual or grooming offences, physical violence, serious emotional or psychological harm and serious neglect.

Preparing for and Starting School

Transition Statements

The Transition Learning and Development Statements (the Transition Statement) design and purpose is for families and educators of children who have attended a Victorian Early Education Facility to share information and specific strategies to support each child's learning and development. Your Early Childhood Educators will collate the final information with you to forward to the school. Please follow-up this documentation with your Early Childhood Educators, so as we can ensure your child's transition is a smooth and happy process.

Commencement Year Foundation Assessment

Initial Foundation (Prep) Entry Assessments will be held on Wednesdays at the beginning of the school year. No classes are held on these days and you will be notified of your child's assessment appointment time.

The Foundation Entry Assessment follows the guidelines and assessment tasks set by the Department of Education and Training. Your child's teacher will work with your child to complete the assessment tasks.

The data gathered from the assessment is used to inform our teaching and learning programs and to ensure we know your child's academic starting point.

10 Tips to get ready for Prep

1. Practice the journey to and from school.
2. Arrange play dates with families who will have children at the same school.
3. Encourage independence; skills like dressing, packing and carrying a bag, applying sunscreen and going to the toilet.
4. Label all belongings.
5. Talk about and practise any after school arrangements.
6. Check start and finish times and where to drop off and collect your child.
7. Be positive and get your child excited about school.
8. Visit a library and read with your child.
9. Start using the name of their new teacher to help build familiarity.
10. Establish predictable routines including preparing for school the night before.

2027 Foundation Students begin school on
Thursday 28th January 2027

Foundation students do not attend school Wednesdays on the following dates: 3rd February, 10th February, 17th February, 24th February and 3rd March 2027.

Wednesday is allocated as an assessment day. Following your child's assessment you will be invited to participate in a "Getting to Know Your Child" parent teacher conference.

The purpose of this conference is to share information about your child and to discuss any concerns about how they have settled into school.

When assessment days are completed,
the students will attend full time
10th March 2027

School Attendance

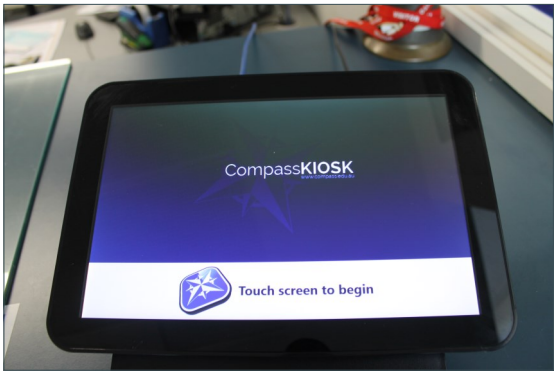
Regular attendance is essential to your child's education, it is also a requirement by law.

School absences due to illness or appointments require notification. This can be done by:

- A telephone call to the school office
- A message sent via our Compass App
- Email by 8.50am on the morning of the absence
- Advice for scheduled dates for appointments

We request this to ensure your child's teacher is informed upon commencement of class.

- Late arrivals require check in on the Compass Kiosk located in the school office.



- Early departures require check out on the Compass Kiosk in the school office.

- Extended holidays require advance notification in writing to the Principal stating your child/ children's name, year level and intended dates of departure and return. The Principal will then respond and approve your request in writing.

- **No** child will be permitted to go home alone during school hours. Please arrange to collect your child in person or by a nominated authorised adult, if they are required to leave early.

Regular School Routines

After school, children must be collected by an authorised adult, unless they have permission to walk home. If your child is to be collected by an adult other than yourself, you must notify the office or your child's teacher.

*Teachers provide supervision in the yard from **8.45am to 9.00am**, during morning and lunchtime recess, then from **3.30pm until 3.45pm**. Please **be on time** to pick up your child as lateness can cause them to become anxious.*

For more information go to:
http://www.kingsburyps.vic.edu.au/wp-content/uploads/Yard-Duty-and-Supervision-Policy-2022.pdf

Punctuality and Attendance is important

To ensure your child is on time for school, your arrival at 8.50am will allow time for a toilet stop, drink and greeting friends before class. This assists in an orderly and settled start to each day.

Late arrival is unsettling for your child and also disruptive to teaching and other students. Late arrivals need to report to the office. This is recorded on attendance records.

When collecting students at the end of the day, parents are requested to wait in the seating areas provided outside their child's classroom. Foundation students will be brought outside by their teacher.

Regular attendance is the key to your child's success. Being at school every day helps your child learn new things, build strong friendships, and reach their full potential.

At Kingsbury Primary School, we take attendance seriously because we truly care about your child's learning and wellbeing. Research shows that the more school days a child misses, the harder it becomes for them to achieve their learning goals.

By attending school regularly, your child can benefit through:

* Building stronger friendships and social connections
* Maintaining better mental health and confidence
* Developing important life skills that prepare them for the future

Together we can make sure every day counts towards your child's success.

Student Uniform Requirements

At Kingsbury Primary School, the School Council has designated that it is **compulsory** for all students to follow and adhere to the student school uniform dress code every day. Refer to Student Dress Code Policy on our website.

Students are required to wear closed toe shoes; black school shoes/runners. Sandals, crocs or dress shoes are not permitted.

School uniform can be purchased from our on-site Uniform Shop which operates 9.00am — 10.00am Wednesday morning. Alternatively, orders can be placed through the school office.

Being prepared for school

It is important that your child is ready for school. This means that they are able to do the following activities independently:

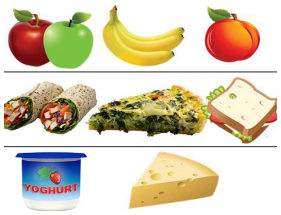
- Request to go to the toilet.
- Be fully toilet trained (minimal accidents). Our staff can manage minimal accidents, however in the instance of heavy soiling the parent/carer will be contacted to pick up their child.
- Be able to flush the toilet and wash their hands.
- Be able to use and dispose of a tissue.
- Be able to manage their lunchbox, drink containers, and have established the ability to manage supplied food items to feed themselves independently.
- Be able to take off and put on a jumper/ jacket and shoes. If the shoes have laces, beginning to learn how to tie their own laces.

If you have any concerns about your child's school readiness, please approach and discuss with our staff or your child's kinder teacher during the year.

What to bring to school

- **A school bag**—large enough to hold a lunchbox, drink bottle, jumper and 33cm x 24cm size book.

- **Snack and lunch** — containing healthy choices, ie. fruit, vegetables, wraps, rolls, sandwiches, limited pre-packaged treats plus a bottle of water.



- **A sun smart hat** – broadbrim or legionnaire style, available at the uniform shop. **No baseball caps.**

- **Reading satchels**—supplied by the school in Foundation year. These are used to carry books to and from school ***everyday*** and also to convey notices and information to parents.

- **Spare Clothing—**if you feel your child may require it. All Prep students must have a complete change of clothing, including socks and underwear, in their bag.

Write your child's name on ALL items of clothing, hats and belongings

Communication to Parents and Carers

Interviews

Our School values effective communication and its importance in keeping all parents informed and up-to-date with student progress, as well as learning programs.

Parents are expected to support their child's education by playing an active role in their learning and through attendance at formal interviews twice yearly. The teacher may require further meetings in regard to your child's learning.

Meetings to discuss your child's progress can be arranged for a mutually agreed time with a class teacher.

To avoid interruption to class teaching sessions, times are arranged for before and after school. Alternatively you can call into or contact the school office to request an appointment time for a meeting.

Teachers are available for very brief conversations after school on non-meeting days. Other ways of communicating with your child's teacher is to send a note or write a communication in their daily reading log/diary.

Parents and Carers are asked **not** to email teachers directly. Please forward emails to the school email, where our office staff will forward it onto relevant staff.

Compass Portal

Our school uses the Compass app to communicate to families. Through this app you will be able to receive and send notifications about your child.

You will also be able to:

- Add an attendance note for your child advising of an illness, appointment etc.
- Download student semester reports
- Receive information about your child through SMS messaging,
- Book parent teacher conference appointments online
- Receive information about excursions, incursions and other events
- Make payments online
- Update your contact details, mobile numbers etc.

Newsletters & Community Calendars

A fortnightly digital newsletter, which includes news & information plus upcoming activities and events is accessible through the school website and Compass app.

A community calendar will be posted on the school website and Compass app at the beginning of each term.

Curriculum Overview

The Victorian Curriculum sets out a single coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

English
English incorporates Reading, Writing, Speaking and Listening. It is the key to all learning and to success in all areas of the curriculum.

Mathematics
Mathematics is fundamental to participating effectively in our society. Our Mathematics Program is activity based, related to real life situations, and seeks to develop children's abilities in problem solving, number skills, measurement, chance and data.

Science (STEM)
STEM incorporates the curriculum areas of Science, Technology, Engineering and Maths. We encourage our students to be curious inquirers with the capacity to explore the world around them and to manage the resources in the environment, including our school gardens. Students undertake formal science lessons and have the opportunity to learn specific computer skills in our purpose built computer lab.

Health & Physical Education
This incorporates physical, sport, health, outdoor, personal, swimming, and traffic education. Students learn personal and interpersonal skills through our Berry Street Education Model and Respectful Relationships Program.

Visual & Performing Arts
The Arts provide a range of experiences for students essential to their overall development. Students are encouraged to develop skills and appreciation in visual art, craft, graphic communication, media education, music, dance and drama.

LOTE (Language Other Than English)
All students undertake formal lessons each week.

English As An Additional Language (EAL)
The EAL program is designed to support students with English as an Additional Language. EAL focuses on the development and improvement of oral language skills - speaking & listening and reading & writing skills to assist students across all curriculum areas.

Assessment and Reporting
Year Levels 3 and 5 students are required to sit Naplan exams and will receive a Naplan report in September . This details a student's capabilities in Reading, Writing, Spelling, Punctuation, Grammar and Mathematics.

Pupil Free Days (Curriculum Days)

The Department of Education allows schools to schedule pupil free days, if there is sufficient need.

Staff take part in professional learning activities, which lead to improvements in knowledge, practice and curriculum. You will be notified of these days through the school newsletter or website. The school is closed with **no students in attendance on curriculum days**.

Day care for your child can be arranged by completing a registration form with TheirCare. The program operates on Pupil Free Days and is available to enrolled students only.

Excursions/Incursions

Excursions/Incursions are an integral part of the school curriculum, with sound educational objectives linked to preparatory and follow-up lessons in the classroom.

Parents are forwarded a notice in advance of any activity. The notice will contain:

- details of the event
- requires parental signature
- advice of any student medical conditions

Every effort is made to keep costs to families at a minimum. If you are a pension or healthcare card holder you may be eligible for CSEF Funding. See office staff for advice.

Activities are selected for their high educational value and links to the curriculum, therefore, it is important for all students to feel included and actively participate in these events.

Parents may, if logistically practical, participate in and assist with excursions and incursions, under the direction of teaching staff.

Personal Property at School

We understand that some students have a mobile phone/smart watch for safety reasons when travelling to and from school, however, students are required to hand these in at the school office upon arrival at school, and they may be collected at the end of the day. It is mandated by law that students do not have access to mobile phones/smart watches during school hours.

Students are permitted to bring personal items, however, the school takes no responsibility for any loss or damages.

Lost Property

If your child has lost a piece of clothing or a belonging, please check their classroom or with their classroom teacher.

Staying Safe

Riding Bikes and Scooters to School

Students are permitted to ride bikes and scooters to school provided:

- Students wear an approved safety helmet.
- Students do not ride bikes and scooters in the yard, or through the car park.

School Crossings

Foundation - Year 2 students will participate in Traffic Safety Instruction conducted by our Traffic Safety Officer.

School crossings located in Dunne Street, Green Avenue, Niblick Street and Maryborough Avenue are attended by Crossing Supervisors from 8.00am to 9.00am and 3.00pm to 4.00pm on school days.

*Please note - a Crossing Supervisor can report traffic offences to relevant authorities; which can result in fines.

Parking and School Car Park

Parents are not permitted to use the car park for daily drop off or pick up of students. *

Parking within the school grounds is strictly for staff, and for delivery of goods and trades.

* Exception to the above:- parents who use the Out of School Hours Care Program before 8.45am and after 3.45pm.

For safety, walking through the car park is prohibited for all students. Please use the pedestrian entry points for the school.

Volunteering at School

It is a condition that volunteers participating in activities involving any students hold a valid Working With Children Check. Clarification on requirements and the application process may be sought through the school.

School Organisation and Administration

Parent Funded Materials & Services

Every year the School Council assesses and determines the parent contribution to provide the requisites needed for student learning. This is calculated as the Curriculum Contributions, which all families are encouraged to pay at the beginning of each school year.

Camps, Sports and Excursions Fund (CSEF)

This fund provides a payment of $400.00 per year for eligible primary school students to attend school camps, sports and excursions. If your child is eligible, following a successful CSEF application, payments are made directly to the school and are fixed to the nominated student.

Parents or legal guardians are required to submit a CSEF application form to the school. Families holding a valid means- tested concession card are eligible to apply. A foster and special consideration category also exists.

*For more information: http://www.education.vic.gov.au/about/programs/health/pages/csef.aspx

Cash and Money Handling (including EFTPOS)

From time to time it will be necessary to send money to the school for an event, excursion or incursion. Please enclose the correct amount of money requested in a sealed envelope with the child's name, year level, purpose for payment, return slip, and amount printed clearly on the front of the envelope.

You can obtain printed payment envelopes from the school office. These will allow parents, in addition to cash payments, to fill in EFTPOS or credit card payment details. We have facilities for parents to make EFTPOS and credit card payments at the school office, also Compass payments online. All payments are issued with a receipt.

Out of School Hours Care—Their Care

Many families require care for children before and after school. The operating hours are 7.00am—8.45am and 3.30pm - 6.00pm.

Please make enquiries by contacting Their Care on 0417 333 851 or email info@theircare.com.au

School Council

The work of the School Council reflects the important relationship between the student, teacher and home.

The School Council is an elected and legally constituted body.

Our School Council is central for decision making on certain school policies that comply within state wide government guidelines. It supports the school with:

- Promotion of Kingsbury Primary School in the community and building community partnerships.
- Financial policy and planning.
- Development and maintenance of school buildings and grounds.
- Operations of the Uniform Shop.

School Council members serve a two year term. Each year, new members are elected from the parent body and school staff. Meetings are generally twice per term.

Parents & Friends

The Parents & Friends is an informal group who play an active and vital role at Kingsbury Primary School.

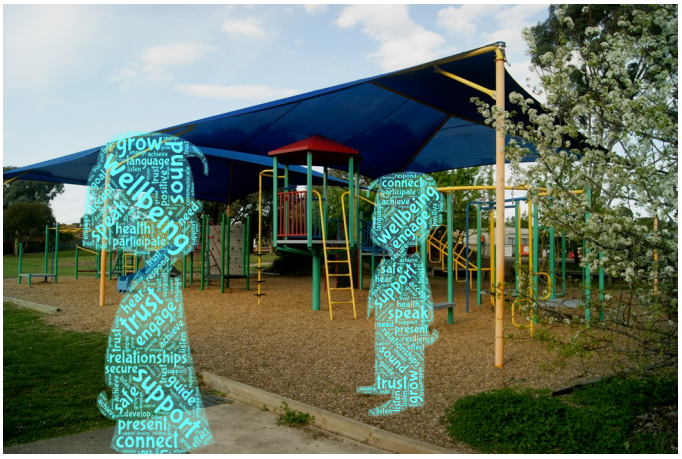
The group aims to:

- Stimulate interest and foster co-operation throughout the school and wider community.
- Work in conjunction with the School Council and staff to support the best possible education for our students.
- Provide resources and support for school activities, sports days, excursions, reading and Year 6 Graduation.
- Investigate and select opportunities for fundraising in order to provide additional activities and resources for students.
- Create opportunities for families to connect socially with the school community.

Membership is open to parents and friends interested in making a valuable contribution to student wellbeing and education at Kingsbury Primary School. The group meets at least once per term and reports to school council. Contact the school office for more information.

School Support Services

The school may be able to provide referral to a range of specialised student services. These can include; speech pathology, psychologists, social workers, English Language Outpost placement. Please contact the Principal or Welfare Officer to discuss any needs your child may have.



School Nursing Service

A school nurse provides a general health and medical screening for Foundation students. Referrals for students in other year levels can also be made. All medical information is treated as confidential and a parent's permission is obtained prior to visits by a school nurse.

Sun Smart

Sun Smart activities and sun protection will form part of the Health and Physical Education curriculum at all year levels.

Students will be required to wear Anti-Cancer Council uniform approved hats in Term 1 and Term 4.

Students can use a broad-spectrum water resistant sunscreen (SPF30+). Parent supplied sunscreen can be applied by students according to the manufacturer's directions, under the supervision of teachers.

State Schools Relief

State Schools Relief provides support to any student attending a Victorian government school.

This service can provide uniform and a range of other items to ensure a child has the necessary items they require for school.

Please speak to our office staff for further information.

Dental Service

A Dental Service Team visits our school providing check-ups and treatments.

Eligibility and costs are dependent upon individual financial circumstances.

For more information on the CDBS please visit *www.humanservices.gov.au/individuals/services/medicare/child-dental-benefits-schedule*

International Student Enrolment

Primary School classes are divided into Prep and Year 1-6 (total duration of 7 years). To enter, students must be of 5 years of age on or before 30th April that year to be eligible (applicable to dependant fee category).

All applications must be completed online at study.vic.gov.au/how to apply

Application for Leave (Holiday)

Applications for extended leave (10 days or more and not during school holidays) requires notification in writing to the Principal and approval from the International Education Division. It must include proposed dates and reason for travel. Failure to be in attendance by week 4 of Term 1 following Summer break will result in cancellation of your placement.

Withdrawal from the International Student Program

If a parent/guardian wishes to withdraw their child/children from the International Student Program (ISP) in order to return to their home country, a completed Withdrawal Form is required. This form must be given to the ISP Co-ordinator, who will notify the International Education Division of the withdrawal. The school and the parent/guardian will be issued with a Cancellation of Enrolment letter.

Student Transfer

If a parent/guardian wishes to withdraw their child/children from the International Student Program and transfer to another primary school, submission of a completed Withdrawal Form (including attachment of all necessary evidence), is required.

Changes to Visa Status

If a parent/guardian is granted a permanent residency or a temporary visa that no longer requires fee payment, they will need to complete a Withdrawal Form and submit a copy of their new visa or visa grant letter to the school's ISP Co-ordinator, who will notify the International Education Division of the withdrawal. These documents must state the student's name. The school and parents will be issued with a Cancellation of Enrolment letter. This may also result in a refund of fees already paid.

Deferral

Deferral will only be granted due to compassionate or compelling circumstances such as illness, or bereavement. Parents/guardians requesting a deferral of studies for the child/ children must complete a Deferral Form and provide supporting evidence of their compassionate or compelling reason such as a medical certificate. A deferral can only be granted for a maximum period of six (6) months and cannot be granted retrospectively.

If the student's Confirmation of Enrolment (COE) must be amended due to the period of deferral affecting the student's course end date, the International Education Division will issue an amended COE upon the student's return to study.

For more information:
http://www.study.vic.gov.au

Medical Information and Illness

Emergency Information

Confidential medical information is kept on file for every child in the school. In the instance of accident or illness we need this information to contact parents/ carers and/or share with emergency services.

Parents are required to advise the school immediately of any change in address or telephone number.

Please inform the school of any medical conditions which may impact on your child's wellbeing or learning; i.e. asthma, epilepsy, diabetes, allergy, travel sickness. **All information is treated as confidential.**

Medication at School

It is department policy that when it is necessary for a student to take medication, the following guidelines apply:

- No medication will be dispensed unless the parent has completed a medication administration form (available at the school office). Note some medications will require a co-signature from the treating physician.

- No prescription medication will be given unless it is provided in its dispensed packaging, labelled with the child's name, time, dosage amount, method of administration and storage requirements.
- We ask parents to consider whether they can administer medication outside the school day. Medication required three times a day is generally not required during a school day; it can be taken before and after school and before bed.
- All medication will be stored and dispensed at the office and recorded by staff.

Immunisation Certificates

Under the Public Health and Wellbeing Act 2008, primary schools are required to:

- Request information from parents/carers on the immunisation status of their children prior to enrolment.
- Take a copy of the sighted document and record information on the immunisation status of each enrolled child.
- In the event of an infectious disease outbreak, unimmunised children may be excluded from attending school until risk of infection has passed.

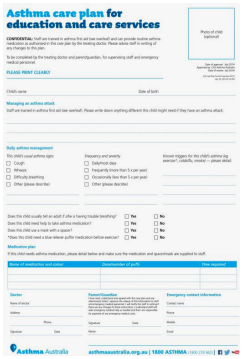
*Usually parents are sent a certificate from the Australian Immunisation Register when their child turns five.

Asthma

A parent must provide the school with an Asthma Action Plan if their child suffers from asthma. The Asthma Action Plan is completed and signed by your child's treating physician. This plan must be reviewed/ renewed every year.

Student Asthma Kit

Where an enrolled student is diagnosed with asthma, the child is required to bring their own prescribed reliever medication, a spacer with a copy of their Asthma Action plan in their own asthma kit. This is stored in the sickbay.



Administration of asthma medication is supervised by staff.

The preferred blank Asthma Action Plan is provided in our school enrolment pack and available from the school office.

Anaphylaxis (Severe Allergic Reaction)

Upon enrolment parents meet with the Principal/staff to discuss and develop Anaphylaxis management for their child. This plan will be reviewed and renewed every year.

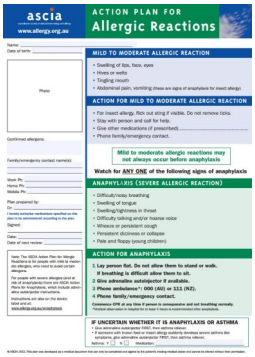
Student Anaphylaxis Kit

Where a student is enrolled and has a diagnosis of Anaphylaxis, the parent is required to supply their own prescribed medication in an Anaphylaxis kit (see below). This is stored, with a copy of their Anaphylaxis Action Plan in sickbay and/or classroom, depending on the requirements of the Action Plan.

Allergy

What is the difference between an allergy and anaphylaxis? Allergy occurs when a person's immune system reacts to substances (allergens) in the environment which are usually harmless (e.g. food proteins, pollen, dust mites). Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening.

Parents must supply the school with an Allergy Plan if their child suffers from Allergy. The Allergy Action Plan is completed and signed by your child's treating physician.



It is a requirement that all Action Plans are renewed at the beginning of each school year or at the scheduled review date in consultation with your child's treating physician.

It is parental responsibility to ensure that the school is immediately informed when any Action Plans or medication requirements are updated or medical circumstances change.

Infectious Diseases

The school must be notified and students must be excluded from school if they have contracted an infectious disease or a condition as listed below.

Chicken Pox	Rubella	Measles
Head Lice *	Shiga toxin/Verotoxin	Mumps
Impetigo (School Sores)	Slapped Cheek (Fifth Syndrome)	Whooping Cough (Pertussis)
Meningitis	Streptococcal Infections	Poliomyelitis
Scarlet Fever	Tuberculosis	Hepatitis A
Conjunctivitis	Diarrhoeal Illness	Diphtheria
Hand Foot & Mouth	Hib Influenzae Type B	Influenza like illness—RSV
Meningococcal	Ringworm/Scabies	SARS

Covid 19 - Students who report a positive result are recommended to isolate for 5 days and not attend school until symptoms have resolved.

*Head Lice - General advice on treatment can be obtained from the school office or a local pharmacist.

Please notify the school immediately if your child has any of the above.

Check with your doctor regarding a medical certificate and requirements before returning to school.

Further information is available at: https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table

Illness During School Operational Hours

Home is the best place for a child with symptoms of illness, or is feeling sick.

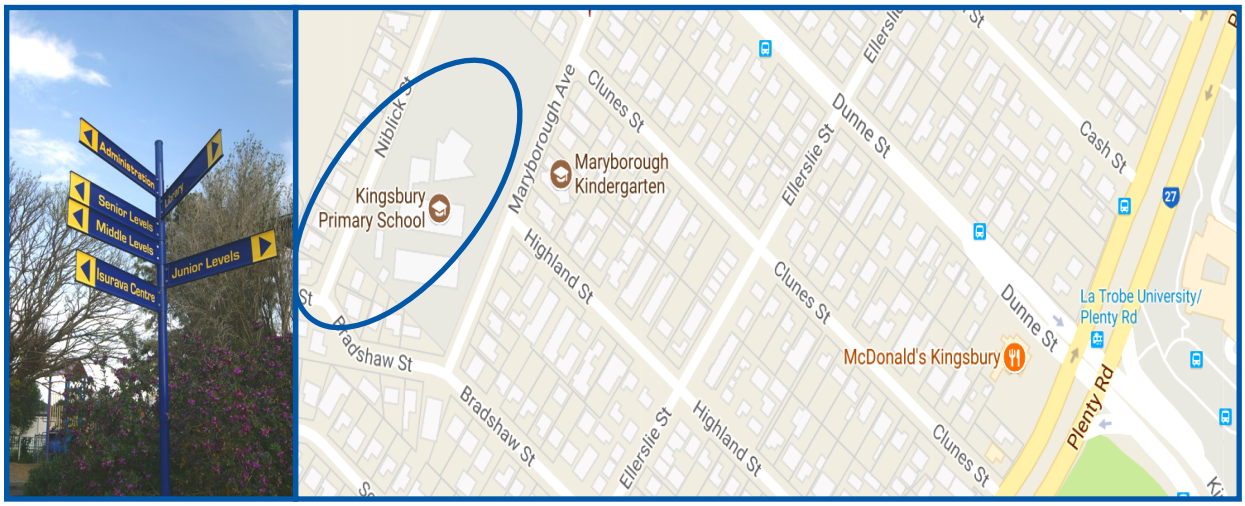
If your child becomes sick or is injured at school, it is our policy to attend to any minor conditions and to place and observe your child in sickbay.

For any attendance and subsequent treatment provided to a student in Sick Bay you will receive an automated notification through Compass.

In the event a child's condition deteriorates we will make contact with the parent/emergency contact and request a pick-up for the child. It is essential that you answer calls made to you by the school.

In the event of a medical emergency staff may take action to request assistance and attendance by emergency services. Any associated costs will be the responsibility of the family.

The health and wellbeing of all students, staff and families at Kingsbury Primary School is of great importance, therefore your co-operation and understanding is essential.



Kingsbury Primary School

1A Maryborough Avenue
Kingsbury Victoria 3083

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Website: www.kingsburyps.vic.edu.au
Compass: kingsbury-vic.compass.education